



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 7/28/2014	Interviewer: Laura Langley	RFA #14 – 17
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED] ok to leave message		
Status of Person(s) Interviewed (title, position, student status, etc.): Student employee		
Requested Assistance Pertaining To (name, position, policy, project, etc.): [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student X
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff X Student ☐

Category: (Please check at least one)

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|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
7/28/2014	Email from [REDACTED] to Sue	Referred by [REDACTED] in Psychology. Raising concern re: unwelcome sexual attention from employee in [REDACTED] Department [REDACTED] email reports that the employee "calls me things like wonderful and beautiful" and stares at her and that it makes her feel uncomfortable.
7/29/2014	Email from LKL to [REDACTED]	Please call to discuss.
7/30/2014	[REDACTED] t/c to LKL	[REDACTED] called because yesterday a student employee told [REDACTED] she feels uncomfortable with comments made and inappropriate flirtatious behavior from [REDACTED]. [REDACTED] supervises [REDACTED] is the [REDACTED] coordinator and will be a NTI faculty member in Fall. He and [REDACTED] work in close proximity in [REDACTED] Department office. [REDACTED] works 8:00 to 5:00 Monday through Friday [REDACTED] works 2:00 to 4:00 Monday through Thursday and 12:00 to 2:00 on Friday. [REDACTED] informed her supervisor and Dept. Chair [REDACTED] of the conversation with [REDACTED] told [REDACTED] that there was another similar incident

		<p>involving [REDACTED] last academic year.</p> <p>[REDACTED] observes that [REDACTED] perceives himself as close in age to the undergraduate students. She believes that he is more "casual," "open" and "flirtatious" with them than is appropriate in a work environment.</p> <p>[REDACTED] called EOO seeking guidance about what to do. Laura told her to encourage [REDACTED] to contact EOO, and confirmed that it was appropriate for [REDACTED] to bring this to [REDACTED] attention. [REDACTED] will be out the first two weeks of August. Laura told [REDACTED] to let [REDACTED] know that [REDACTED] can be her point of contact in the department for this concern while [REDACTED] is out. Laura asked [REDACTED] to call her back after talking with [REDACTED].</p>
7/30/2014	LKL meeting with [REDACTED]	<p>Laura described the function of the EO Office; neutral; can't be totally confidential; DVSAS as confidential resource; protection from retaliation.</p> <p>[REDACTED] called and indicated she'd like to meet today rather than waiting till Sue is back next week. [REDACTED] was clear that she does "not want to open a can of worms," does "not want this to become a big thing at all," or get [REDACTED] in trouble. She just wants [REDACTED] to stop behavior that she considers too familiar: e.g., making comments about her appearance and saying things like "smile, wonderful" (she says things like this happen daily), talking about trying to pick up girls, acting in way that suggests women students are peers when he is about 10 years older than her.</p> <p>He once asked if he could make dinner for her and asked her to a movie, but then he asked a staff member so maybe he just considered it a get-together of friends. Last week he walked by her when she was organizing paper and she could feel his foot on her butt. She doesn't know if it was an accident.</p> <p>[REDACTED] perceives much of the behavior as [REDACTED] looking for confidence boosters. She says the whole office is involved in his divorce. She wants him to be given an opportunity to do better, but she is not comfortable having a conversation with him herself. She thinks it would be a good idea for [REDACTED] to talk with him. Laura or Sue will call [REDACTED] early next week to update her.</p> <p>[REDACTED] is okay going to work today and going forward. She will call Laura if she has any concerns before she hears from EOO early next week. [REDACTED] wants to continue working in the [REDACTED] Department office this coming academic year but is concerned about it being awkward.</p>
7/30/2014	[REDACTED] t/c to LKL	<p>[REDACTED] spoke with [REDACTED] and encouraged her to talk with EOO. [REDACTED] told [REDACTED] that [REDACTED] will be her point of contact in the department while [REDACTED] is out. Laura or Sue will follow up with [REDACTED] early next week.</p>
8/1/2014	[REDACTED]	<p>Stopped by EOO with questions about policy, and then emailed LKL regarding questions on policies and training for [REDACTED] in his department. Lynae Rickman l/m for [REDACTED] proposing Sue call him on Monday at 11:00.</p>
8/1/2014	LKL t/c to [REDACTED]	<p>[REDACTED] reports that [REDACTED] spoke with him about [REDACTED] concern. [REDACTED] has not spoken with [REDACTED] about it, and to his knowledge [REDACTED] has not either. [REDACTED] and [REDACTED] agreed, and [REDACTED] was going to convey to [REDACTED], that if something makes [REDACTED] uncomfortable at work she can leave.</p> <p>[REDACTED] told Laura that a student came to him Spring term saying that a friend of hers who worked as a [REDACTED] was feeling uncomfortable with [REDACTED]. [REDACTED] told the student that he encourages her friend to talk to EOO or to him. [REDACTED] did not hear from the [REDACTED].</p> <p>Laura and [REDACTED] agreed that Sue would call him Monday.</p>

8/4/2014	██████ t/c to Sue	██████ returned Sue's call. They will meet Friday to discuss questions re ██████ for graduate teaching assistants. Sue told ██████ that there is also something she would like to discuss with him.
8/4/2014	██████ t/c to Sue	Prior to Sue's meeting with ██████ on Friday, ██████ will talk with him about not acting too familiar with students and recognizing that students are not his peers. Sue will mention to ██████ that she and ██████ talked and that Sue is here to be helpful to ██████.
8/5/2014	LKL l/m for ██████	Calling to check in. Please call when you can.
8/7/2014	██████ meeting w/ ██████	To discuss concerns noted above without identifying particular student.
8/8/2014	Sue meeting w/ ██████	
8/13/2014	Sue meeting w/ ██████	